

## SECTION VI

### EXHIBITS AND FORMS

This section contains samples of the forms used in inventory management.

- A. Agencies shall use the following forms in accordance with the provisions set forth in Sections II through V of this Manual:
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|-----------|---|
| Exhibit 1 | <u>Inventory Control Account</u> (Agency generated)   |
| Exhibit 2 | <u>*Annual Report of Fixed Assets</u> (Distributed to each agency at the end of the fiscal year by the Department of General Services)                          |
| Exhibit 3 | <u>*Statement of Surplus Property Utilization by a Local Subdivision or Non-Profit Organization</u>   |
| Exhibit 4 | <u>Vehicle Changeover Authorization/Disposal Order Form</u> (Sample form, agencies will receive from Department of General Services)                            |
| Exhibit 5 | <u>DBM/FAU-1FY'03 - Request to Replace Motor Vehicles Form</u> (Sample form, agencies receive from Department of Budget Management)                             |
| Exhibit 6 | <u>Requisition to Replace Motor Vehicle Form</u> (Sample form)  |
| Exhibit 7 | <u>Odometer Disclosure Statement</u> (Sample Form, Agencies receive from Department of General Services)  |
| DGS-950-1 | <u>*Annual Report of - State Property - Materials and Supplies</u> (Distributed to each agency at the end of the fiscal year by Department of General Services) |
| DGS-950-2 | <u>Equipment Inventory Record Card</u> (If used, agency orders from Department of General Services)   |
| DGS-950-3 | <u>Motor Vehicle Record Card</u> (If used, agency orders from Department of General Services)   |
| DGS-950-4 | <u>Land and Building Record Card</u> (If used, agency orders from Department of General Services)   |
| DGS-950-5 | <u>Livestock Record Card</u> (If used, agency orders from Department of General Services)   |

- DGS-950-6 Materials and Supplies Physical Inventory List (If used, agency generated)
- DGS-960-7 Commodity Inventory Record Card (If used, agency orders from Department of General Services)
- DGS-950-8 Report of Missing or Stolen Personal State Property (Master copy for agency reproduction available from Department of General Services)
- DGS-950-9 Excess Property Declaration (Master copy for agency reproduction available from Department of General Services)
- DGS-950-10 Missing/Stolen Personal State Property Write-Off Authorization (DGS generated in response to Report of Missing/Stolen Personal State property, DGS-950-8)
- DGS-950-11 Excess Property Disposal Order (Department of General Services generated in response to Excess Property Declaration DGS-950-9)

B. Agencies using Department of General Services approved computerized inventory management systems are exempt from using the following forms:

DGS-950-2  
DGS-950-3  
DGS-950-4  
DGS-950-5  
DGS-950-6  
DGS-950-7

C. Agencies not using Department of General Services approved computerized inventory management systems may obtain Forms DGS-950-2,-3,-4,-5,-6,-7 from Department of General Services at a cost, or prepare their own.

1. Agency prepared forms must contain the minimum information shown on the samples.
2. Agencies shall submit copies of their in-house prepared forms to Department of General Services, Inventory Standards and Support Services Division for review.

\* All of the forms are available on Department of General Services website at [www.dgs.state.md.us](http://www.dgs.state.md.us)